



SCHOOL BUSINESS MANAGER

Applicant Information Pack

Dear Applicant

We appreciate your interest in our school and thank you for considering Bousfield Primary School as the next step in your career.

After 30 years of dedicated service to education, our School Business Manager (SBM) will shortly retire. Consequently, we are looking for someone to take the post forward with the same level of commitment and hard work, and who will make an invaluable contribution to the school.

I regard the SBM as an essential member of the school's leadership team and a key partner in supporting its continued development. The role has a significant impact across all areas of school life, from managing resources and premises to ensuring that the services we provide enable our pupils and staff to thrive. Integral to this is building a strong working relationship built on trust, collaboration and shared values, which helps to ensure the school operates effectively and continues to move forward.

I greatly appreciate the knowledge, professionalism, and commitment that an experienced SBM brings to the school, however, career development candidates are also welcome.

We are confident that you will see that Bousfield Primary School is a vibrant, dynamic, and happy place. We are proud of our children, our staff, and the provision we offer.

If you are looking for a rewarding role where your contribution will be valued and make a real difference, I warmly encourage you to come and visit us. We look forward to showing you all that makes Bousfield such a special place to work.

Sincerely

Jane Griffiths

Headteacher



Welcome to Bousfield

At Bousfield, we offer you the very warmest of welcomes to our happy, successful community school, where we aim to balance the highest academic aspirations for every single child with a rich offer of music, art, dance, sport, and pastoral care.

Our most recent Ofsted report (September 2022) states, 'This is a cheerful and welcoming school. Pupils are polite, considerate and respectful to each other and the adults... Leaders have high expectations that pupils will learn well.'

It is the dedication, enthusiasm, and commitment of our staff that creates such a positive experience for our children every day. With a strong sense of collaboration and shared purpose, they support and encourage our pupils to achieve their best and help them to develop into confident, caring individuals.

Our pupils are friendly, considerate, and enthusiastic learners. They show positive attitudes towards their education, their teachers and one another, helping to create a school environment in which everyone can flourish.

We are proud to be a school that values its strong sense of community. Working closely with families and the wider community, we aim to create a warm, welcoming environment where every child feels secure, respected and valued. We hold high academic expectations, and there is also a great importance on developing children's confidence, emotional wellbeing, empathy and respect for others.

We are fortunate to be based on a green and spacious site in the heart of London, where children have the freedom to play, explore and enjoy the outdoors every day. Our Forest School gives pupils the chance to build confidence and resilience through hands-on experiences, while our chickens, beehive, and allotment provide real-life opportunities to learn about care, responsibility, and food production. Children cook in our outdoor kitchen using the produce they have grown and enjoy our own honey, making learning truly come to life. This enriches learning across the curriculum and helps our children develop a deep appreciation of the natural world.

The school aims to work closely with parents, who play a vital role in ensuring the success of Bousfield and are strongly encouraged to become involved in the life of the school. Fortnightly newsletters inform parents of key events and dates and celebrate pupils' learning and achievements.

We are ever grateful for the support we receive from our families, governors, staff and the wider community, who all help us in reaching our vision to provide a wonderful school experience for the children here.



Job Summary

Bousfield Primary is looking for a dedicated, dynamic School Business Manager (SBM) to join our school.

The successful candidate will be responsible for finance, procurement, personnel, administration, and premises to ensure the smooth operation of the school's facilities and our extensive premises resources, which support our teaching and learning.

Making a significant contribution to the Senior Leadership Team (SLT), the SBM works closely with the Headteacher and other members of the SLT to ensure that the school meets the needs of its learners and the wider school community.

Responsibilities also include line management of the support services of the school: the premises team and school business team.

The successful candidate must be available to start in January 2027, or earlier if possible. We offer an Inner London salary of £52,920 - £59,394 (P04/P05), term time only plus two weeks.

We know that the best way to get a true feeling for our school is to visit, and this is strongly encouraged. Please contact Shaima Mezzi on 020 7373 6544 or email us at finance@bousfield.rbkc.sch.uk to arrange a visit.



Job Description

Job Title	School Business Manager
Pay Grade	P04/P05, £52,920 - £59,394, term time only plus two weeks
Responsible to	Head Teacher

Main purpose of the job

To work closely with the Head Teacher and be an integral part of the Senior Leadership Team. Working collaboratively with colleagues, the SBM plays an important role in supporting the school's day-to-day operations and helping to maintain a safe and welcoming environment that meets the needs of pupils, staff and the wider school community.

To have strategic responsibility for the effective management of the school's finance, procurement, staffing, administration and premises. The role ensures that the school's resources, facilities and financial processes are managed efficiently, effectively and in a way that supports the school's priorities and overall objectives.

To line manage the support services of the school, consisting of the Site Manager and School Business Administration team.

Leadership

As a member of the SLT, to take responsibility for finance, procurement, personnel, administration and premises to ensure the smooth operation of the school's facilities and premises resources.

Contribute to the development of the school's values and vision and share these clearly and enthusiastically to all team members and other stakeholders.

Monitor the progress and quality of teams and individuals for whom the postholder has specific responsibility and provide prompt and constructive feedback.

Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives.

Finance and Procurement

To ensure that the school meets the requirements of the Schools Financial Value Standards (SFVS), working with governors and updating as required.

Ensure compliance with financial regulation, and statutory returns, and manage the school's insurance policies and licences.

To be responsible for the processes relating to the ordering, receipt and payment of goods and services to the school.

To ensure that accurate accounting records are maintained for the School Budget and the School Fund.

To ensure the efficient financial management of the school. To act as an authorised signatory for the school.

To be responsible for establishing the annual budget in consultation with the headteacher and subsequent monitoring of delegated budgets, and statements.

Lead contract negotiations and manage service level agreements, tenders, and support service agreements, seeking best value.

Produce annual accounts for the School Fund.

Provide and present to Governors with a School Budget Report twice termly.

To generate additional income including through grants and other sources, in particular with regard to school lettings.

Human Resource Management

To lead on the management of human resources and be responsible for the school's personnel administration processes.

Support the Headteacher in planning for future staffing needs, reviewing organisational structures, and managing staff training, performance and budget implications.

To ensure that the school follows Safer Recruiting Guidelines and Practice, diligently adhering to staff recruitment processes and requirements.

To be responsible for the provision of a comprehensive payroll service. Complete all monthly payroll input for Headteacher authorisation and liaise with payroll to ensure the salary deadlines are met.

Record all staff absences in payroll and the school staff database (SIMS). Produce staff absence reports for Headteacher/Governor monitoring.

To have overall responsibility for the onboarding of all new staff, including all requirements for payroll/personnel documentation, DBS checks, and arranging KCSIE training.

Maintain all staff personnel files.

Manage HR processes, including the Single Central Record and ensure compliance with personnel checks.

Provide advice to the Headteacher on personnel-related matters, including drafting personnel-related letters to staff for signature by the Headteacher.

Advise staff on matters relating to pay/terms and conditions and act as a point of contact for staff. Investigate queries with Personnel/Payroll as necessary.

Be responsible for making the required statistical returns to the LA and DfE.

To be an ex-officio member of the Governing Body, as requested.

To take the lead for completing annual Service Level Agreements.

Administration

To be responsible developing, managing and maintaining the school office and administrative systems and ensuring efficient use of ICT systems, including line management responsibility for the administrative staff.

Ensure pupil records are maintained accurately and in accordance with UK GDPR.

Act as liaison with DfE and LA and be responsible for accurate records and timely returns as required.

Premises

Work closely with the Site Manager regarding the coordination and monitoring of all externally sourced premises-related contracts, including those relating to security, maintenance and cleaning.

Ensure administrative and site staff maintain the asset register list of equipment and furniture.

Hold timely review meetings with the site manager to ensure best value for money across premises budgets.

Operations

Ensure all communications are UK GDPR compliant, monitor and report any breaches to the DPO.

Act as the school's point of contact for the ICT Technician.

Lead on the school's marketing strategy, ensuring the website, signage and promotional materials are effectively utilised.

Manage the administration of the school's lettings, with a view to expanding income in this area whilst offering a diverse choice of clubs to pupils.

Health & Safety

Manage admin team's maintenance of the school's risk assessments portfolio with the SLT, including revising and developing risk assessments as required.

Create robust day to day systems for visitor security, eg DBS checks, and ensure the admin team has appropriate training and communications to meet the requirements.

Ensure all mandatory health and safety training is completed and logged for relevant staff

Ensure the Single Central Record is maintained and updated annually for instance section 128 checks

Ensure appropriate security procedures are in place for lettings, particularly at weekends

Work in tandem with the Site Manager to ensure the business continuity and risk mitigation plans are accurate, workable and up to date,

Equality

Ensure the implementation and promotion in employment and service delivery of the Council's Equal Opportunities Policies and statutory responsibilities.

Person Specification

	Essential	Desirable
	Qualifications & training	
	A relevant professional or degree level academic qualification eg in accounting/HR	Level 4 or 5 School Business Manager qualification
Experience	- Successful leadership and management in a school, or in a relevant field outside of education - Knowledge of financial management, including budget preparation, monitoring, forecasting, financial analysis and reporting - Experience of leading or managing administrative, operational, premises or support functions - Knowledge of providing financial information, analysis and advice to senior leaders and/or governors to support decision-making - Evidence of success in building and forming working relationships across professional and operational boundaries. - Experience of line managing a team - Experience of managing or advising on HR processes, including recruitment, induction, staff records, absence and employment-related matters	- Involvement in school self-evaluation and improvement planning - Experience of implementing or improving systems and processes to increase efficiency, effectiveness or quality of service - Experience of project management, planning, managing and monitoring of work - Experience of securing additional income, grants or other funding opportunities - Experience of managing income-generating services such as wraparound care, lettings, clubs or similar provision - Experience in contributing to staff development

		• Presenting confidently to a large audience
Knowledge & Understanding	• Good working knowledge of health and safety responsibilities, risk assessment, compliance and business continuity • Understanding of data protection, confidentiality and the management of personal and sensitive information within an educational setting • Knowledge of a school-based management information, finance or administrative system eg Arbor, Access, SIMS FMS • A thorough understanding of safeguarding and equality responsibilities within a school setting.	• Knowledge and understanding of public-sector procurement, contract management and achieving best value • An understanding of Teachers' and Local Government Pay terms and conditions
Skills & abilities	• Ability to analyse data and information and use it to monitor and support activities and when necessary to promote solutions • Ability to manage and support staff and their professional development • Ability to handle sensitive matters with professionalism and empathy • Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies • Ability to explain complex financial, operational, HR or compliance matters in clear, accessible language • Excellent IT skills • Ability to manage competing priorities and remain effective when working under pressure • Ability to deal with difficult situations calmly and effectively	• Ability to evaluate and improve administrative and information systems to increase efficiency and improve service delivery • Ability to plan for business continuity and respond effectively to emergencies or disruption • Demonstrate ability to plan and deliver clear, engaging and professional presentations

	• Excellent attention to detail and high level of accuracy • Problem-solving abilities and a resilient, solutions-focused approach to challenges • Ability to translate strategic priorities into clear operational plans, actions and measurable outcomes • Ability to work strategically as part of a Senior Leadership Team and contribute to whole-school priorities • Demonstrated ability to lead and motivate teams, setting clear expectations and supporting staff to achieve high standards • Ability to provide appropriate challenge whilst maintaining trust and collaborative relationships	
Personal attributes	• Commitment to the values and ethos of our school • Commitment to getting the best outcome for pupils • Commitment to equal opportunities and securing good outcomes for pupils with SEN or disability • Commitment to maintaining confidentiality at all times • A willingness to embrace change • High expectations for self and others • Highly organised, proactive and able to work independently while recognising when advice, support or escalation is required. • Demonstrates integrity, discretion and a strong sense of accountability	• Demonstrates initiative and a willingness to identify opportunities for improvement rather than simply maintaining existing systems



Selection Process

To apply for this role, please complete the accompanying application form and submit it via email to finance@bousfield.rbkc.sch.uk. Applications must be received by **noon** on **Thursday, 15 October 2026**.

Shortlisting

All shortlisted candidates will be contacted via email or telephone on **Thursday, 15 October 2026**.

Shortlisted candidates may be subject to an online check.

Interviews

Interviews will be held on **Thursday, 22 October** and **Friday, 23 October**.

Appointment

The successful candidate will be expected to start in January 2027, or earlier if possible.

This post is exempt from the Rehabilitation of Offenders Act 1974, and any appointment is dependent on undergoing an Enhanced DBS check. Suitable references will be sought.

If you would like more information, please contact Allyson Mann on 020 7373 6544 or email finance@bousfield.rbkc.sch.uk.